## IOWA DOT OFFICE OF CONTRACTS

### **DBE** goal update

- Fiscal year (FY) 2011 annual DBE goal: 4.6 percent
- FY 2011 YTD annual DBE accomplishment:
   5.8 percent
- Next DBE goal setting meeting: Sept. 6 at I p.m.
- FFY 2012-2014 annual DBE goal submission is 4.5 percent

Inside this issue

DBE annual goalsetting meetings

Desk audits- Top 3 2 deficiencies

Home office reviews 2

- Top 3 deficiencies

Additional documen- 3 tation for DBE certification

Female and Minorities Highway Construction Training

Website resources 4

## Contractors' Guide

VOLUME I, ISSUE II

JULY 28, 2011

## **Construction Industry Training (CIT) Funds**

The Construction Industry Training (CIT) program was developed to help the industry address some of the costs associated with maintaining qualified employees in the construction workforce. These funds also help ensure that skilled employees will be available to build high-quality projects that the traveling public expects.

### Who can utilize CIT funds?

This money will be available for use by all contractors (prime contractors and subcontractors) that perform work on projects let by the lowa Department of Transportation (DOT).

### How are CIT funds calculated?

CIT funds are equal to 0.1 percent of the total net dollar amount of work awarded to a contractor, from all work bid through the Office of Contracts, during the previous fiscal year. Each contractor will be allowed to accumulate two years worth of training funds.



## How are CIT funds used?

The lowa DOT must receive a request from a contractor to use the funds. The request must include: the contractor's name; date of training class; amount billed per contractor; total amount billed per class; name of the class; number of employees per contractor; and gender and minority totals per contractor. Upon written request to the lowa DOT, contractors may designate a portion of their funds to other firms (e.g. suppliers or other contractors). All training requests are reviewed must be preapproved by the Office of Contracts.

## Where can I verify my CIT fund balance?

Quarterly reports of CIT fund balances, by contractor, are available on the Office of Contracts' website at http://www.iowadot.gov/contracts/index.htm. The report is located on the left-side toolbar. The report is also available through the AGC of Iowa.

## What happens to unused CIT funds?

All funds not used within a two-year period will placed in a pooled general fund; monies in that fund are available for use by all contractors. For instance, if a contractor's training request exceeds their allotted funds, they may use pooled funds. Pooled funds will be used on a first-request, first-funded basis and individual requests may be limited.

## Top 3 observations found during desk audits

1. Document a Timely, Effective, Direct and Systematic (TEDS) recruitment effort.— A job order must be opened to all prospective applicants that may provide a reasonable flow of female and minority applicants.

2. Provide an application packet that includes the application, voluntary survey and 3-in-1 EEO/AA poster/handout to every applicant. The 3-in-1 EEO/AA handout should include "We encourage all our employees to refer qualified/qualifiable women and minorities."

Jim Kelly

Affirmative action officer

Contractor compliance reviews

EEO/AA policy reviews

Phone: 515-239-1483

E-mail: james.kelly@dot.iowa.gov

- 3. Document applicants' information, including addresses and phone numbers for all applicants. Maintain the information for three years.
- \* Efforts of recruitment towards nonmanagerial field positions apply to the above three items.

## Top 3 observations for home office reviews

- Documentation indicating when and why all merit raises were given to nonmanagerial field employees. Encourage all eligible nonmanagerial field employees to have their training and promotional potential reviewed annually.
- 2. Documentation related to your company's annual EEO/AA supervisory meeting, including date held, attendees present (include titles) and agenda of items discussed.
- 3. Evidence of jobsite EEO/AA field inspections, which must occur at least once per project on all lowa DOT-let projects of \$10,000 or more. Additional inspections are required every 20 days after the first inspection for projects of extended duration.

The Association of General Contractors of Iowa's Career Board website is a great resource for your employment posting and job search needs, visit <a href="http://">http://</a> www.agciajobs.com





## Annual DBE goal meetings

Two public input meetings have occurred this year; May 3 and July 5. Public comments were solicited as part of the three-year, annual DBE goal-setting process. Handouts and minutes from these meetings are available on the DBE web page.

On Aug. 1, 2011, the annual DBE goal of 4.5% will be submitted to the FHWA for approval.

# Meetings may be canceled when the year-to-date accomplishment exceeds the annual DBE goal.

## Monthly DBE goal-setting meetings

DBE goal-setting meetings will be held the first Tuesday of each month at 1 p.m. at the Iowa DOT's headquarters in Ames. Teleconference participation is available. To receive letting report information and teleconference instructions, contact the Office of Contracts and provide an E-mail address. Contact Peg Muxfeldt 515-239-1422 or <a href="marga-ret.muxfeldt@dot.iowa.gov">marga-ret.muxfeldt@dot.iowa.gov</a>

## **New DBE applications**

New Disadvantage Business Enterprise (DBE) applicants must complete the Uniform Certification Application (UCP). Supporting documentation must be submitted with the application for timely and complete processing. Some of the necessary documentation includes all applicable state registrations, licenses and certificates of authority (issued by the Secretary of State) to conduct business within the State of Iowa.

Len Hill
Affirmative action officer
DBE certification
ESB certification
Phone: 515-239-1833

E-mail: len.hill@dot.iowa.gov

Training opportunities are available for females and minorities interested in pursuing a career in highway construction. The lowa DOT provides assistance and funding to allow persons to attend training at Des Moines Area Community College, Western Iowa Tech Community College, Hawkeye Community College, Kirkwood Community College and Eastern Iowa Community College. Training is available for flaggers, persons wanting to obtain a commercial driver's license and core construction activities. Contact the Iowa DOT's Office of Contracts for more information at 515-239-1422.

## New links on the lowa DOT's Office of Contracts' website.

## http://www.iowadot.gov/contracts/lettings.html

Trainers who are interested in providing Construction Industry Training should contact the Office of Contracts at 515-239-1422 to review eligibility and services provided.

Trainers must be independent from the contractors they are providing training.

## Construction Industry Training (CIT) Funds Quick Reference Guide

(continued from page 1)

CIT funds may not be used for more than one attempt by a student to earn a passing grade in any particular class.

A business, other than a prime contractor or subcontractor, which is a participant in an Iowa DOT-let project, may be eligible for this program. Participation is limited to training required by the Iowa DOT to earn a certification issued by the department. For example, material suppliers may request use of CIT funds to send their employees to training required to achieve the Iowa DOT's aggregate technician certification.

Trainers must be entirely independent from the contractors they are providing training to be eligible for reimbursement.

### Eligible costs

#### Trainer's fees

The fee a trainer charges to conduct the training is an eligible cost. This may include the trainer's expenses for travel, meals and lodging necessary to conduct the training.

### **Training materials**

The books, manuals, handouts or other materials necessary for the training are an eligible cost under this program. The materials must be provided or coordinated by the trainer.

### **Facility costs**

The fee for the meeting room and any audio visual equipment needed for the training is an eligible cost, and must be provided or coordinated by the trainer.

### Ineligible costs

Wages, travel, meals and lodging for participants are ineligible costs.

For additional information, visit the DBE page to view the complete 2011 CIT Fund program.